2 May 1978

Records Review Procedure   RRP 78-23

PROCEDURE FOR COMPLETION OF FORM 4023A IN PROCESSING
AGENCY DOCUMENTS AT WNRC, SUITLAND & NARS

   1.   The following procedure for completing Form 4023A
relates only to CIG and CIA documents held at WNRC and NARS
(SSU and OSS documents will be handled separately). This
procedure is keyed to the attached sample Form 4023A. Docu-
ments of other U.S. Government agencies which carry derivative
material from CIG/CIA DO NOT require the completion of Form 4023A.

   A.   Project Number - leave blank.

   B.   Review Date - self explanatory.

   C.   Reviewer Number - use your assigned reviewer number.

   D.   Record Group - to be obtained from WNRC or NARS
                       worksheet.

   E.   Entry - from WNRC or NARS worksheet.

   F.   Type of Entry - check "NEW".

   G.   Job Number - this number is a composite of "99" and
                     the Project Numbers given to material
                     under review by the WNRC and NARS staff.
                     For example, a Project Number for RG 319
                     at WNRC is 775071. The first two digits
                     refer to the fiscal year, the 5 indicates
                     WNRC, and 071 indicates the order in
                     which the project was initiated. Pro-
                     jects undertaken at NARS use the same
                     system, except the 5 is replaced by a 0
                     indicating NARS (e.g. the review of
                     RG 59 is Project 760050). To accommo-
                     date our computer, drop the first digit
                     and add an "A" (for Archives). The RRB
                     Job Number will thus vary according to
                     the different Project Number used by
                     the NARS/WNRC staff for the review of
                     each unique body of records.

   H.   Box Number - obtain from WNRC or NARS.

*Superseded by PO-4
dtd 19 MAY 80*

I.   Folder Number - Folder numbers are not generally used at WNRC and NARS and even though there may be folders in a box, numbering them would not be compatible with our numbering system; therefore, the constant number 001 has been assigned in order to make it compatible with our computer system. Always enter 001.

J.   Document Number - Beginning with the first Agency document in each designated box being reviewed, assign Document Number "001" and continue in sequence through the last Agency document in that designated box. When beginning the next designated box, start over with "001".

K.   Creation Date - from document. NOTE: At a minimum the creation date must have a month and year. If no day is given but the month and year are known, make the entry in the following manner: 001147 (November 1947). If neither the month nor the year is given, leave the entire Creation Date entry blank; DO NOT insert zeros.

L.   Originating Component - Use originating component designation from list (if known); if unknown, use 099.

M.   Document Identification Number - from document. uniformity, use a hyphen between letters and numbers in the case of

APPEARS, LEAVE BLANK. DO NOT IMPROVISE WITH ENTRY SUCH AS "MEMO FM DCI TO ACSI".

N.   OPI - enter "99" in OPI field for all documents.

O.   Type Document - same as presently used (codes 01-09 and 10 and 30 currently in use).

P.   Original Classification - from document.

Q. <u>Number of Pages</u> - self explanatory.

R. <u>Document Title</u> - self explanatory. NOTE: If
title given is vague and meaning STATINTL
less, use title as given but add,
in parenthesis, additional explan-

S. <u>Review Classification</u> -
T. <u>Retention Justification</u> -
U. <u>Next Review Date</u> -
V. <u>Review Coordination</u> -

self explanatory.
NOTE: If classification
is retained, next review
date must be either 10 or
55.

    2. If the Reviewer has any questions on the above, the
matter should be clarified prior to proceeding to WNRC or NARS.
Should a question arise during document review, refer the
matter to the senior RRB representative at WNRC or NARS at the
time.

                                                    STATINTL

                              Chief,
                    Records Review Branch

Attachment: a/s

| X | UNCLASSIFIED | | CONFIDENTIAL | **DECLASSIFICATION WORKSHEET** | | | SECRET |

(A) PROJECT NUMBER	(B) REVIEW DATE	(C) REVIEWER	(D) RECORDS GROUP	(E) ENTRY	(F)
	DD MM YY				X NEW
STAT -	0 2 0 3 7 8		319	105	CHANGE (GENERAL)
					RE-REVIEW
					DELETE

(Or other appropriate Record Group entry
number received from WNRC and/or
NARS)

(G) JOB NUMBER	(H) BOX NUMBER	(I) FOLDER NO.	(J) DOCUMENT NUMBER		(K) CREATION DATE	(L) ORIGINATING COMPONENT
					D D M M Y Y	
9 9 - 7 5 0 7 1 A	2 3 4 5	0 0 1	0 0 1		1 3 1 1 4 7	0 9 9

Modified Suitland
(or NARS) Project
Number)

Suitland or
NARS Box
Number

STATINTL

(M) DOCUMENT IDENTIFICATION NUMBER	(N) OPI	(O) TYPE DOCUMENT	(P) ORIGINAL CLASSIFICATION	(Q) NO. PAGES
	9 9	0 2	S	0 0 0 4

STATINTL

(R) DOCUMENT TITLE

(S) REVIEW CLASSIFICATION	(T) RETENTION JUSTIFICATION	(U) NEXT REVIEW DATE YY	(V) REVIEW COORDINATION
U			

(10-50-51)

FORM 4023A USE PREV.
2-78 EDS.

| | SECRET | (SAMPLE) | | CONFIDENTIAL | X | UNCLASSIFIED |